

Allied Health Department
AUP for Academic Year 2024-2025
October 2023

Describe Department/Unit

Connection to College Mission

The mission of the Allied Health Department is to develop and provide quality programs in various aspects of healthcare. The programs encourage education in a variety of health career areas, including Certified Nurse's Aide, Home Health Aide, Licensed Vocational Nursing, Administrative and Clinical Medical Assisting, Emergency Medical Technician, Addiction Studies, Social Work/Human Services and Nutrition and Dietetics. Numerous other courses such as Medical Terminology, Nutrition and Diet Therapy, Pharmacology, Cultural Diversity, Intravenous Therapy and Blood Withdrawal, Ethics for the HealthCare Provider and Cardiac Arrhythmia are taught as separate courses but highly augment all of the Allied Health Programs and serve as required prerequisites for several programs including Licensed Vocational Nursing, both Medical Assisting, and Emergency Medical Technician.

The Allied Health Department Programs are aligned with the college's mission in providing high quality Career Technical Education within all the disciplines, in addition to expanded opportunities to continue in a variety of career fields. The result of operating these programs is increased FTES, working relationships with our service area employers, and student employment in the communities that we serve.

The Allied Health Department Programs support enrollment in the academic programs within the college for both degree and certificate completion with the end goal of student success and employment.

Report on Improvements Made and Gaps Identified in the Prior Year

Student Equity

Active outreach into service area highlighting the opportunities available in healthcare related courses and programs. Continued advertisement of all health careers programs to all students. Continuation of community information sessions/meetings via Zoom and in-person specific to Medical Assisting opportunities throughout the service area for the District as a whole.

Low enrollment of males in nursing related courses/programs that are typical to state and national trends. Current national trends show males comprise of roughly 8% of nursing.

Continued low enrollment of males in medical assisting courses/programs as evident by regional and national trends.

Outcomes Assessment: Loop-Back Improvements Made

Actions taken in the prior academic year

Licensed Vocational Nursing continued to identify, test and implement new technologies into the classroom and virtual classroom to ensure continued success of students. This implementation was in direct correlation to restrictions brought on by COVID policies enacted by the college, facilities used, and governing board recommendations. After implementing and evaluating virtual simulation modalities for licensed vocational nursing program, we found great improvement in student critical thinking skills translating into better testing, confidence, and competence.

We have increased our offerings of Advanced Billing and Advanced Coding to include externship fall 2023 for our Regionally approved certificates.

Change to course offering sequencing to allow for expansion of the medical assisting program for students on a state-wide initiative with Futuro Health. The result of this has increased FTES.

Expansion of the clinical medical assisting courses to Bakersfield and McFarland service areas leading to an increase in FTES.

Outcomes Assessment: Results of Last Year's Assessments

All LVN courses are assessed each offering per Board of Vocational Nursing and Psychiatric Technicians (BVNPT) policy for programs. Currently will be assessing Fall 2022 - HCRS C100, C103, C107, C113, C205, C206, C207, C208, C216. Spring 2023 will be assessing HCRS C204, C214, C075.

Target Met?

Yes

Outcomes Assessment: Missed Targets

Outcomes Assessment: Schedule of This Year's Assessments

Program Review

Vocational Nursing Program

Year of Last Program Review:

2023

Actions Taken in the Prior Year to Address Strategies:

Completed PR spring of 2023

Strategies Still to be Addressed:

Medical Assisting Program

Year of Last Program Review:

Due for first review

Actions Taken in the Prior Year to Address Strategies:

Attempted to complete PR in Spring 2023 without success.

Strategies Still to be Addressed:

Emergency Medical Technician

Year of Last Program Review:

2015

Actions Taken in the Prior Year to Address Strategies:

Continued work towards completion.

Strategies Still to be Addressed:

Human Services

Year of Last Program Review:

2019

Actions Taken in the Prior Year to Address Strategies:

Next program review is due Spring 2024 and is currently being worked on. The Program has changed to Social Work and Human Services.

Strategies Still to be Addressed:

Addiction Counseling Studies

Year of Last Program Review:

Actions Taken in the Prior Year to Address Strategies:

New program due for initial Program Review in 2028/2029.

Strategies Still to be Addressed:

Last Year's Initiatives

Associates Degree in Nursing program

Program Feasibility study completed, submitted and received by the Board of Registered Nursing (BRN) as of June 2022. Approved by the BRN in May of 2023 and authorized to start self-study phase of gaining approval.

Confirmed Nurse Education Consultant (NEC) with BRN and currently completing self-study portion of the associate degree in nursing (ADN) program.

Reminder of Initiatives for the Current Year

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Clinical Medical Assisting Dermatology and Esthetics Certificate

Clinical Medical Assisting Radiology Assistant

Plan Initiatives for Next Year

Initiatives for Next Academic Year

Clinical Medical Assisting Dermatology and Esthetics Certificate

Is this part of a multiyear initiative?

Yes

Specific Action Steps to be Taken:

Advertising of course for spring 2024 start. Completed curriculum build spring of 2023.

Early Observational Data, or "Lead" Measure(s):

Current high demand for prepared medical assistants in the dermatology and esthetics professions. No current education for entry level medical assistants in this field of study.

Does the department request help developing these instruments?

No

Institutional Performance Data, or "Lag" Measure(s):

Attempted to offer course in fall of 2023 with little interest due to lack of adequate advertising of course.

Person Responsible:

Matthew Wanta

Unit gap or institutional goals addressed:

It addresses a Strategic Plan goal or objective

Clinical Medical Assisting Radiology Assistant

Is this part of a multiyear initiative?

Yes

Specific Action Steps to be Taken:

Development of specific advancing curriculum based on stake holders input of a Radiology Assistant certificate to the established Clinical Medical Assisting certificate program. This will be based on current interest for medical assistants to have training specific to this growing healthcare area.

Early Observational Data, or "Lead" Measure(s):

Current high demand for prepared medical assistants to assist as radiology assistants to radiology technicians in general. No current education for entry level medical assistants in this field of study.

Does the department request help developing these instruments?

No

Institutional Performance Data, or "Lag" Measure(s):

Person Responsible:

Matthew Wanta

Unit gap or institutional goals addressed:

It addresses a 2- or 5- year program review strategy, It addresses a gap in student equity, It addresses a Guided Pathways practice, It addresses a Strategic Plan goal or objective, It addresses a Student Equity and Achievement Plan goal, It addresses an accreditation Quality Focus action item

Evaluate Resource Needs

Facilities

Requesting additional cabinets to skills lab area for nursing to help with storage and security of items.

Allied Health Department has experienced rapid expansion to include the onboarding of two additional full-time tenure track faculty. The department will be adding 3 support personnel in the next year and anticipated two more full-time faculty. In addition to this growth, the registered nursing program is anticipated to start fall of 2024 with an additional need for classrooms and laboratory space.

We are requesting additional offices, classrooms, laboratory space, student areas (study rooms, computer rooms, break rooms) to include an area for advising/counseling for students. This can be best served through construction of new facilities specific to Allied Health Department.

Information Technology

Collaborating with IT on in-class computers for Vocational Nursing, Medical Assisting, and Emergency Medical Technicians as part of normal rotation and confirmation of need.

Marketing

Need funding for additional advertising items to be given out during individual community information sessions/meetings.

Updating flyers as needed.

Updating pamphlets as needed.

Advertising of new programs and certificates as necessary.

Professional Development

Continued need for Nursing, Social Work/Human Services, Addiction Studies, and EMT instructors/faculty to maintain licensing requirements for prospective governing boards.

Faculty attend professional conferences related to specified area and provide updates to faculty/adjunct faculty within prospective discipline for improvement of curriculum and student success.

Continued funding is need to support in-state and out-of-state conference fees and travel to maintain programs and student success.

Annual simulation training for assigned staff to remain current with best practices and requirements set by governing boards.

Continued need for Director of Vocational Nursing to attend Board of Vocational Nursing and Psychiatric Technicians (BVNPT) meetings in southern and northern California regions to remain current with boards policies, legislative actions, and any other change and or challenges.

Other Needs

Staffing Requests

1000 Category - Certificated Positions

Social Work/Human Services and Addiction Studies Faculty Position

Location:

Ridgecrest/IWV

Justification:

1. Expansion of the Social Work/Human Services ADT program and certificates to include the development and expansion of the Addiction Studies counseling program and certificates has increased the need for a full-time faculty position to oversee within the Allied Health Department. Current fall 2023 FTEF is 2.1 load.
2. Most course offerings are at capacity driving need to offer more course offerings on a regular basis.
3. All courses are "core mission" as they lead to a certificate and/or degree within healthcare discipline for SWHS and/or ADST.
4. Course are not over-scheduled, in fact, inability to staff courses has led to under scheduling at times.
5. All current courses are offered in the online environment. Last two (2) semesters, additional introduction courses were offered due to high demand. Piloting an on-ground offering at several campuses for spring due to increasing high demand.
6. Yes, there is a high demand locally, state wide, and nationally for graduates in SWHS and ADST.
7. Unable to establish
- 8a. waitlist appropriate
- 8b. Department and area productivity increasing to meet demands. Area productivity increased to 2.1 FTEF for fall 2023 and increasing for spring 2024 to estimated 2.3. Established summer offerings increasing annualized FTEF for this area to 2.4.
- 8c. Currently no assigned full-time faculty in this position. Role is overseen through share of outside discipline faculty.
- 8d. Currently 6 adjunct faculty.
- 8e. Number of certificates awarded: According to Tableau, HMSV (now SWHS) had 21 completers in 2018-2019 (the most recent data available). Those numbers are likely to rise with the redevelopment of the program to include an AA-T, revised Certificate of Achievement, and inclusion of social work. No information is available on completers in the ADST program as the entire program has not yet been offered, and the Associate Degree has not yet been approved by the state.
- 8f. Number of degrees awarded: According to Tableau, HMSV (now SWHS) had 21 completers in 2018-2019 (the most recent data available). Those numbers are likely to rise with the redevelopment of the program to include an AA-T, revised Certificate of Achievement, and inclusion of social work. No information is available on completers in the ADST program as the entire program has not yet been offered, and the Associate Degree has not yet been approved by the state.
- 8g. All courses/classes are "core curriculum"
- 8h. All healthcare related fields are in high demand and wages.

ADST - According to the Occupational Employment and Wages Data for Kern County in 2018 (the most recent data available), based on the Occupational Employment Statistics Survey, Cerro Coso College's service area of Kern County can expect a high increase of jobs related to substance use and abuse treatment. Job titles include alternative occupational titles, such as substance abuse, behavioral disorder, and mental health counselors, mental health and substance abuse social workers, and health educators (just to name a few). Projected 1,200 new jobs in 2018-2021

SWHS - According to the Occupational Profile Report by Inland Empire Center for Excellence the Social and Human Assistants also fall under alternative occupational titles, such as, Case Manager Aide, Community Support Worker, Human Services Worker, Mental Health Aide, and Social Worker Assistant (just to name a few). The report includes data for the Cerro Coso College's service areas which covers three counties: Inyo, Kern, Mono. The Inyo/Kern and Mono area can expect a high increase (23.3%) for jobs in the Social Work and Human Services Assistants through 2012 which is above the average growth for this occupation in the state (16%).

Nursing - Full time faculty position

Location:

Ridgecrest/IWV

Justification:

1. New associate degree in nursing program set to begin instruction fall 2024. Full-time faculty necessary for theory and clinical instruction. Currently there is sustained demand for HCRS courses throughout service area and in the online environment.

This position will be a necessary component of the approval process by the California Board of Registered Nursing.

2. Most course offerings are at capacity driving need to offer more course offerings on a regular basis.

3. All courses are "core mission" as they lead to a certificate and/or degree within healthcare discipline.

4. Course are not over-scheduled, in fact, inability to staff courses has led to under scheduling at times.

5. Many nursing courses are scheduled based on availability of clinical rotations outside of the college. Majority of Medical Assisting courses are completed in online environment.

6. Yes, there is high demand for all graduates in nursing, medical assisting, and nursing assistants throughout the service area. Recent labor market studies show an 18% increase in need for medical assisting in our service area over next 5 years. Vocational nursing is in high demand with 100% employment rates for our new graduates. Registered nursing demands are very high with recent labor market analysis showing a shortage of 1,228 of RN's in the region.

7. New program, costs not determined yet.

8a. waitlists are appropriate

8b. Continuous growth of department to current (fall 2023) FTEF of 22+, up from 18 FTEF during spring 2023, with an estimated annualized FTEF of 21.5 (summer included) which is drastically up from previous year at an annualized FTEF of 12.

8c. Recently hired two (2) full-time faculty for vocational nursing and healthcare ancillary. This brings total of 5 full-time faculty to nursing, medical assisting, and certified nursing areas. The Director of Nursing is reassigned at 70% for those duties, the Director of Vocational Nursing is reassigned at 60% for those duties to include the additional duties of medical assisting director and certified nursing program director. The Chair load is reassigned at 40% currently and is currently held by the Director of Vocational Nursing. With this reassigned time considered, the 5 full-time faculty is now decreased to 3.3 FTF. There is one (1) full-time faculty associated to the EMT program of which 20% is reassigned time for Director duties.

8d. Adjunct faculty has increased from 21 to 39 with 26 currently teaching this fall 2023 semester at a estimated load of 11

FTEF.

8e. Awards and certificates awarded: N/A

8f. Degrees awarded: N/A

8g. All courses/classes are “core curriculum”

8h. ADN program admissions will be 10 students each fall, with overlapping cohorts. Average instructor load for each semester will be 1.3 FTEF for first cohort and increasing to 2.6 FTEF starting with second cohort and maintaining that instructor load indefinitely.

Ongoing VN program admissions annually of 15-30 students requiring 1.6 to 3.2 instructor load. Ongoing online instruction of several courses/programs annually contributing to estimated annual instructor load of 8-10 FTEF. Director of Nursing load at 70%, Director of Vocational Nursing at 60%, and Chair of Allied Health load at 40% (current).

Fulfillment of this position is paramount to the ensuring success of the department as a whole and will be necessary component of approval process by the California Board of Registered Nursing.

2000 Category - Classified Staff

Program Coordinator for Medical Assisting

Location:

Ridgecrest/IWV

Salary Grade:

42.5

Number of Months:

12

Number of Hours per Week:

40

Salary Amount:

4227.69 monthly

Justification:

The medical assisting program has expanded tremendously over the past year and a half. Much of the growth is due to the partnership with Futuro Health, and in addition, the medical assisting programs have expanded into Bakersfield's service area with courses offered at McFarland, Delano, and Bakersfield Southwest campuses. Futuro Health began with a pilot cohort in summer 2022 and has since grown to accommodate four simultaneous cohorts each year. A program coordinator position, contingent on funding, is being requested to take on the additional coordination of this rapidly expanding program.

The duties of this position are currently being filled beyond the capacity of existing employees. The duties have been parsed out among a multitude of people including district office employees. Failure to fill and maintain this position will continue to place strain on personnel within and outside of the department as well as placing a strain on a partnership that has show to increase the departments overall FTEF by 8-10 annually.

Cerro Coso's student services, faculty of Allied Health, and admissions and records in an effort to launch this partnership in its infancy. It is evident from all involved with this partnership, that these duties would most efficiently be consolidated to one point of contact at this point.

Administrative Secretary

Location:

Ridgecrest/IWV

Salary Grade:

42.5

Number of Months:

12

Number of Hours per Week:

40

Salary Amount:

4227.69 monthly

Justification:

1. Explain why the work of this position cannot be assigned to current staff.

Currently Allied Health Department as a whole is expanding throughout the service area and beyond. The annualized FTEF(2022-23) of 12 is expected to rise above 15 with potentially reaching 20 FTEF by Spring 2023. As of Fall 2023, the FTEF is beyond 20. The department is bringing on a registered nursing program, anticipated for a fall 2024 start that will increase overall FTEF to potentially 25. The Director of Nursing for Vocational Nursing is currently point of contact for not only the LVN program, but the certified nursing program, medical assisting programs, and related questions and administrative duties for the department as a whole. This additional workload has been reflected as overload for past 3 years and cannot be sustained as such with increase in MA enrollments and anticipation of the RN program next academic year.

2. Describe the impact on the college if the position is not filled.

Continued over-working of full-time faculty in maintaining everything from student information to include all those necessary for clinical sites, contracts with facilities throughout the service area and beyond as an example. The DON and faculty cannot maintain additional work beyond contracted duties.

3. Is a temporary employee currently performing the work of this position? (Y/N)

No, but have requested interim position as assistance is desperately needed. The Allied Health Department cannot continue to grow to meet demands without an assistant.

4. How is the work assigned to this position presently accomplished?

Director of Nursing, Full time faculty and some adjunct faculty completing a wide variety of tasks outside of contracted hours to ensure compliance with governing agencies. On average, there are roughly 50 plus hours of beyond contracted duty hours spent on administrative components for all areas within the department. Reassigned time is not considered in this rationale.

In addition, this position would be the primary contact for LVN and RN program applications and processing, alleviating the strain of clerical work on counseling and education advisors. This position would also assume all tracking components for students to include but not limited to physical assessments, immunization clearances, background checks, NCLEX pre-admission testing, clinical hours and sites, liaison between department and facilities.

Laboratory Technician I

Location:

EKC Tehachapi, ESCC Bishop, No Location Specified, Ridgecrest/IWV

Salary Grade:

42.5

Number of Months:

12

Number of Hours per Week:

40

Salary Amount:

4227.69 monthly

Justification:

1. Explain why the work of this position cannot be assigned to current staff.

Currently Allied Health Department as a whole is expanding throughout the service area and beyond. Current annualized FTEF(2022-23) of 12 is expected to rise above 15 with potentially reaching 20 FTEF by Spring 2023. As of Fall 2023, the FTEF is beyond 20. The department is bringing on a registered nursing program, anticipated for a fall 2024 start that will increase overall FTEF to potentially 30. The current workload associated to the 5 skills labs over and beyond our service area is beyond contracted time.

2. Describe the impact on the college if the position is not filled.

Continued over-working of full-time and adjunct faculty in maintaining skills labs equipment and ordering, student information to include all those necessary for clinical sites, contracts with facilities throughout the service area and beyond as an example. The DON, faculty, and adjunct faculty cannot maintain additional work beyond contracted duties.

3. Is a temporary employee currently performing the work of this position? (Y/N)

No, but have requested interim position as assistance is desperately needed.

4. How is the work assigned to this position presently accomplished?

Director of Nursing, Full time faculty and some adjunct faculty completing a wide variety of tasks outside of contracted hours to ensure skills labs are properly supplied, functioning, completing inventory, and general maintenance. With the addition of McFarland, BSCW, and Tehachapi as skills labs for the medical assisting program, the additional workload has been pushed onto adjunct faculty. This is outside of their job duties as instructors.

CTE Designated Admissions and Records Technician I

Location:

Ridgecrest/IWV

Salary Grade:

42.5

Number of Months:

12

Number of Hours per Week:

40

Salary Amount:

4227.69 monthly

Justification:

1. Admissions and Records department is currently understaffed and strained with the increase in requests from the CTE department as a whole. Additional expansions in CTE in general set for the spring 2024 and fall 2024 semesters will increase the demand on A&R staffing.

2. To allow for the continued growth currently seen and forecasted, A&R must be able to respond appropriately to ensure students are receiving appropriate services such as certificates, degrees, and such as well as college functionality components are in place.

3. No, however additional assistance has been discussed with the A&R manager and with current and forecasted growths of CTE in general, this need is justified.

4. Current staffing is strained and workload is beyond capacity.

The CTE A&R Technician I would complete the following, but not limited to:

- Assist in the administration of the office; respond to technical questions from staff; train and provide work direction and guidance to student assistants.
- Collect grade reports from instructors; check reports for completeness; assist in distributing completed grade reports to students.
- Provide information to students and applicants on curriculum, admissions requirements, residency requirements, and course fees; provide information to veterans and their dependents regarding eligibility for benefits and procedures related to the veteran benefits program.
- Process student enrollment registrations; check registration forms for accuracy; calculate and receive registration and transcript fees; enroll students in classes; prepare and mail registration confirmation forms, parking permits, and maps to students.
- Process program changes; drop students from canceled classes.
- Prepare a variety of statistical reports including annual student enrollment, course registration, and positive attendance reports; gather and maintain files on college demographics.
- Perform related duties as assigned.